



FOLLOWPA

FINGER LAKES - LAKE ONTARIO WATERSHED PROTECTION ALLIANCE

This is a Memorandum of Understanding (MOU) between the Tompkins County Soil and Water Conservation District (TCSWCD), the Oswego County Soil and Water Conservation District (OCSWCD), and the Finger Lakes - Lake Ontario Watershed Protection Alliance (FOLLOWPA). This MOU is in effect from January 1, 2016 through December 31, 2016. All parties will have the option to renew this MOU on an annual basis providing that funding is available and all parties agree that the arrangement is necessary.

The goal of this MOU is to provide standards of operations for the State Assistance Agreement between the New York State Department of Environmental Conservation District (NYSDEC), FOLLOWPA and OCSWCD (#C304750) and outline the relationship between TCSWCD, OCSWCD and FOLLOWPA for the Hydrilla Program Manager Position housed at TCSWCD, administered by FOLLOWPA and contracted through the OCSWCD.

Under the terms of this MOU, TCSWCD will provide:

1. Office space for the Hydrilla Program Manager at an annual sum not to exceed \$4,000.00. TCSWCD will invoice FOLLOWPA quarterly for this fee for the first 2 quarters of the year until funds are exhausted from contract #C304750 within this budget category;
2. Land line phone;
3. Access to standard office equipment (copier, fax, etc.);
4. Email and high speed internet service;
5. Basic office supplies;
6. Oversight of the day-to-day work of the Hydrilla Program Manager;
7. Invoices for the quarterly payroll costs incurred for the Hydrilla Program Manager;
8. All necessary documentation to prove eligible costs for reimbursement to FOLLOWPA on a quarterly basis; and
9. Serve as the primary contractor and coordinator for all implementation projects as described in the State Assistance Agreement (#C304750 – Ongoing Cayuga Lake Hydrilla Eradication Efforts).
10. Funding for the Hydrilla Program Manager Salary for the 3rd and 4th quarter of 2016 in the amount of \$40,000 through appropriations from Tompkins County for this purpose.

Under terms of the MOU, the OCSWCD and FOLLOWPA will:

1. Enter into a Professional Services Agreement with the Hydrilla Program Manager;

2. Reimburse TCSWCD for the Hydrilla Program Manager's salary on a quarterly basis, upon receipt of requested funds from New York State.
3. Compile and submit documentation for eligible reimbursement of funds for implementation costs incurred under this project. FLOWPA will issue payment to TCSWCD upon receipt of requested funds from New York State;
4. Reimburse the TCSWCD at a rate not to exceed \$4,000 for housing and overseeing the Hydrilla Program Manager. The fee will be paid to TCSWCD in quarterly installments (for the first 2 quarters of 2016) of \$2,000 within 30 days of receipt of the invoice; and
5. Provide grant administration and oversight of State Assistance Agreement #C304750, on behalf of the TCSWCD.
6. Bi-Annual progress/performance reports about the Hydrilla Program Manager to the District;

It is also agreed that all parties will meet, as requested by any such party, to discuss the progress of this partnership and strategies to improve the partnership.

Signed,

Chair
Oswego County Soil and Water Conservation District

Date

Chair
Tompkins County Soil and Water Conservation District

Date

Chair, WRB Executive Committee

Date